## Central Wisconsin Community Action Council, Inc. <u>EPF&A Committee Meeting Minutes</u> January 11, 2013

Present: Bill Gomoll, Jim Layman, Muriel Harper, Dave Singer, and John Earl

Excused Absence: None

Staff: Fred Hebert, Kari Labansky, Jim Dahlke, and Donna Lynch

Guests: Charlie Krupa and John Wenum

- 1. John Earl called the meeting to order and roll call was taken with five members present.
- 2. Motion passed by unanimous vote approving the agenda and minutes of the December 14, 2012 EPF&A Committee meeting.
- 3. Fred reported on personnel issues. With a recent HUD revision to the Transitional Housing Program requiring our agency to contract with landlords on behalf of our clients; we are unsure the affects this will have on our Homeless Program and personnel.
- 4. Kari and Jim presented the Finance Report. Kari presented revisions to the Finance Procedures Manual. Jim presented an update on our rental properties for year ending 2012 with total revenue of \$286,265 and expenditures of \$340,070; \$52,164 of expenditures reflects depreciation indicating we are actually almost breaking even. Motion passed by unanimous vote accepting the Finance Report as presented with thanks.
- 5. Fred presented a framework for a Strategic Plan based on Agency Goals and asked committee members to review for future discussion. Motion passed by unanimous vote accepting the Strategic Plan framework as a working document in progress.
- 6. We plan to submit our next HOME grant application for Rolan's Senior Village to the State sometime in March. If the State provides us with a conditional letter of approval we can use that for additional points on our Federal Home Loan Bank application due at the end of June. Groundbreaking is being planned for next March.
- 7. Fred reported that Federal Home Loan Bank has released the \$85,000 for our Holly Heights project.
- 8. New guidelines for the Neighborhood Stabilization Program require us to be in the planning process of purchasing additional foreclosures by mid-February; a purchase does not have to be completed by that time. Fred is still searching for properties in the Beaver Dam area.
- 9. The committee went into Closed Session to review the 2012 Executive Directors Performance Evaluation & Compensation. The committee resumed in Open Session. Motion was passed by unanimous vote to accept Fred's letter of review. Motion passed by unanimous vote recommending full board approval of a performance incentive award for the Executive Director effective January 1, 2013 subject to review at the end of June 2013.
- 10. Columbia County was awarded the bid to be the lead agency for the Community Development Block Grant through the State of Wisconsin. We submitted an application to administer the CDBG however did not get the award.

- 11. Fred reported a donation from The Del Bar in Lake Delton on December 19<sup>th</sup> in the amount of \$1,703 in support of our local food pantry.
- 12. We will be submitting five Federal Home Loan Bank applications with awarded funding being used to supplement assistance for clients on Weatherization and Home Rehab projects.
- 13. Next Meeting February 8, 2013